

Gilded Hollins Community School



Health and Safety Policy

Updated and reviewed: September 2025

To be reviewed: September 2026

This policy has been written with due regard to the Equality Act 2010

This policy is reviewed annually

GILDED HOLLINS COMMUNITY SCHOOL
Health and Safety Policy
September 2025

At Gilded Hollins Community School we are committed to creating an environment in which both children and adults feel happy, safe, secure and valued.

We aim to ensure a whole school approach to Health and Safety known and understood by all staff, children, parents and outside agencies.

Aims of the Policy

The aims of this Health and Safety Policy are to:

- ensure the highest expectations are in place with regard to Health and Safety both in and around school.
- emphasize that Health and Safety is the responsibility of everyone in school.
- encourage increasing awareness of Health and Safety in and around school
- ensure we adopt a consistent approach to Health and Safety throughout the school.

Who is this policy for?

All persons working on the premises should be made aware of the school's Health and Safety Policy. This includes teachers, governors, other workers and visitors, parent helpers, student teachers, work experience volunteers, etc. Pupils, too, will be taught to safeguard their own and others' well-being.

This document is intended to support the local authority's own Health and Safety procedures.

Buildings and Grounds

Health and Safety Governors

A Health and Safety Governor is appointed. Their duties will include an annual visit to school to assess any potential health and safety risks in the building and grounds. Their findings will be reported back to the full governing body and any recommendations acted upon. It will be the responsibility of the Headteacher to ensure action points are met.

Repairs and Maintenance

All hazardous work to be carried out by an approved contractor with fully qualified workmen. Non-hazardous work to be carried out by a responsible adult with suitable equipment.

Outside Contractors

Major repairs should be completed outside term-time, but where this is not possible their attention should be drawn to: i) Movement of vehicles ii) Dangerous substances, chemicals, glass, etc. iii) All tools not in use to be kept under lock and key. iv) Waste materials to be removed from the site.

There must not be any children present in the area where work is in progress. Work taking place near playgrounds must be suitably cordoned off.

Caretaking

All cleaning materials, bleaches, paint, turps, etc. should be kept in a secure place. Gas cylinders used for occasional heating should be stored in a secure, well-ventilated place.

First Aid and Accidents

First Aid

There are at least three members of staff who are qualified in First Aid with a refresher course every three years. There will always be staff who are paediatric first aid trained. A visual guide to qualified first aiders available at the school reception area. All members of staff have a rudimentary knowledge of what to do in an emergency. Welfare staff are informed of school procedures.

First Aid Box

The school office is currently responsible for making sure that First Aid Boxes are kept fully supplied with support from all staff. Posters of named first aiders are displayed in appropriate places around school.

First aid containers / rucksacks for school trips, sports events, etc. also contain sachets of saline and a disposable cool pack.

Records

A complete log is kept of all accidents and incidents. This includes a record of injury sustained, treatment provided and first aider who administered the treatment in line with Wigan policy. Where treatment has been provided for

minor injuries, parents are informed via a slip sent home with the child. Where possible class teachers, teaching assistants or learning mentor should additionally verbally inform parents at the end of the day.

Accidents of a more serious nature, such as fractures, loss of consciousness, those requiring hospital treatment, etc. will be recorded on the Wigan Council Incident Report form. These should be completed by the Headteacher (or member of the Senior Leadership Team should the Headteacher not be available). The forms are available from the school office or Headteacher's office.

Hospital

If it is necessary to take a child to hospital, they should be accompanied by two adults, one to drive and the other to look after the child. Parents or guardians should be involved as soon as practical. If an ambulance needs to be summoned, a member of staff should accompany the child and ambulance staff to hospital should a parent not be present.

Defibrillator

School has its own defibrillator which is situated on the wall outside the Year Three Classroom (this is the central point of school). It is maintained by the school caretaker and staff are trained in its use on a regular cycle.

Medical

Chronic illnesses

These include heart disease, diabetes, epilepsy, asthma, etc. A complete record (Health Care Plan) will be kept of the child's symptoms, medication, and emergency telephone numbers together with early warning signs and the best way to manage stressful situations. Where appropriate, a treatment pathway will be drawn up in consultation with parents and shared with staff. Staff will have training in the use of Epipens and emergency treatment as necessary. Relevant information will be displayed on the staffroom noticeboard and in the individual child's classroom. Parents will be made aware of the need to update staff of any changes to their child's condition or treatment. This will enable the Health Care Plan to be amended as appropriate and staff informed. The information in Health Care Plans will be updated at least annually. When a child changes classes their new teacher will receive copies of the appropriate Health Care Plans. The new teacher should check with parents and / or the Learning Mentor that the information remains relevant.

School will hold two copies of Health Care Plans. One will be in class and will be shared with supply staff, etc. The second will be stored in a central file. Information relating to Health Care Plans will be shared with all staff.

Further details with specific regard to medical conditions, the use of inhalers and their management, can be found in our medicines policy.

Common Complaints

In certain circumstances a prescribed medicine can be given by a designated person provided adequate instructions along with written parental permission have been received. Parents will be provided with a form to complete. The relevant medication must be provided to school by an adult and collected and signed for in the school office. Parents should also sign when collecting any medicines from school. A book will be kept in the school office for this purpose. Non-prescribed medicines will be administered in exceptional circumstances only. A letter from the parent will be required. Medicines should be provided in containers with the child's name and class visible.

Aids and H.I.V

The certificated First Aider will ensure that all personnel are aware of the dangers of infection and that disposable gloves are worn when dealing with wounds. Soiled material should be placed in a plastic bag, sealed and disposed of safely. All dirty needles will be disposed of in a sharps box supplied by the parent and removed from school by the parent.

Anyone infected with H.I.V., or who has developed Aids, will be given the same consideration as anyone else suffering from any other life-threatening or potential life-threatening illness. People who have advised the school that they are infected with H.I.V., or who have contracted Aids, are assured that any disclosures will remain confidential to school.

Playground Safety

Lunchtime Welfare Assistants should be aware of visitors to school who are buzzed through the school gates by office staff. They should be vigilant that visitors enter the school building through the main entrance only. The member of office staff buzzing through the visitor should ensure that the electronic gate closes fully and that no children have been able to exit the grounds.

Out of School Activities

School trips, visits etc.

Adequate adult supervision should be available at all times. Separate risk assessments are written and followed as appropriate for each trip or visit. Where school employees plan to drive in their own vehicles they should check with their insurance companies that they are insured for that purpose. Copies of vehicle insurance certificates and MOTs will be requested by the school office. Drivers should check that diagonal strap safety belts are used for all passengers.

Transporting pupils

At times, it is necessary for children to travel in staff or parent vehicles for certain events to take place.

School will obtain permission from parents to allow children to travel with members of school staff or a parent.

No adult should be in their vehicle with a lone child.

In certain situations, staff or volunteers may be required or offer to transport pupils as part of their work. Staff should not offer lifts to pupils, unless the need for this has been agreed by a manager. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

For some events, volunteers may have to transport children as a group. Volunteers must adhere to the same regulations and guidelines as outlined for staff and must never be with a lone child in their car. When travelling to an event, parents and staff will travel in convoy with the staff member at the back. Therefore, if an incident should occur, the staff member is able to stop and provide support ensuring that no child is left unattended.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency, or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

This means that **staff should:**

- plan and agree arrangements with all parties in advance
- not be alone in a car with a lone child unless absolutely necessary.
- consider any specific or additional needs of the pupil
- have an appropriate licence/permit for the vehicle
- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
- ensure that if they need to be alone with a pupil (extreme emergencies only) this is for the minimum time and the headteacher and parent has been informed.
- be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival

- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified

Swimming Trips,

Any adults accompanying swimming trips should be aware of the safety requirements.

Fire Precautions

Fire Drill

There should be a fire drill at least once per term.

Map

There should be a map of the school in each classroom showing the location of equipment together with escape routes and collecting points. The entrance will be kept clear at all times.

Emergency

In case of fire, the designated adult is the headteacher who ensures that the building has been fully evacuated. In the case that the Headteacher is not on site, the Deputy Headteacher will be responsible for ensuring the building has been completely evacuated. A full roll call will be taken. Staff will ensure that the car park gates are open to allow clear access for the emergency vehicles.

Safety Equipment

The Headteacher shall be responsible for checking that all safety equipment is present and in working order.

Curriculum

Physical Education

Persons in charge of P.E and games will ensure that the children are physically capable of using the apparatus and are constantly under supervision.

Science

Children should not be left unsupervised at any time when they are using science equipment and chemicals. The member of staff in charge of the children should be fully conversant with the possible dangers and precautions to be

taken to ensure the safety of the children when conducting such activities. The children must be made aware of these precautions. Particular attention should be given to the dangers to eyes, hands and long hair when heating anything, the use of water away from sources of electricity, the storage of chemicals in a secure place and the safe disposal of waste such as broken glass, etc.

Public Services

Local services such as the Police, Fire Services, School Nurse, Road Safety etc. will be involved in educating the children on safety matters. This will include visits to school for assemblies or class-based learning.

The children will be taught what steps they can take themselves in order to remain happy and healthy. This sharing of information will take place during assemblies, general class work, topic work and school trips, and reinforced appropriately.

Contacts

School Health and Safety Officer	Mrs C Burns
School Office (reports for minor concerns)	Mrs E Robertson / Mrs S Mair
Caretaker	Mr P Molyneux
Governors with responsibility for Health and Safety	Mr T Sweeney
LA Health and Safety Officer	Lisa Kelsall

Risk Assessments

School's general risk assessments and documentation relating to hazards in our workplace are stored electronically. Copies are also available from the school office through the EVOLVE platform.

Please read this policy in conjunction with the Safety Guidance and Control Measures documentation.

